



Guide to completing the Notice of Appeal form

First-tier Tribunal (Claims Management Services)

General

This guide is intended to assist you in making an appeal to the First-tier Tribunal (Claims Management Services) against a decision of the Claims Management Regulator. The First-tier Tribunal (Claims Management Services) is administered by the HM Courts & Tribunals Service, an executive agency of the Ministry of Justice and is independent of the Claims Management Regulator.

A. About the Appellant

You should provide the details requested about the Appellant and the Appellant's representative, if any. You should also confirm where indicated the address where documents for the Appellant may be sent or delivered.

B. About the Respondent

In the case of all appeals to the First-tier Tribunal (Claims Management Services) the Respondent is the Claims Management Regulator. You should add where indicated the reference number of your case that is used by the Claims Management Regulator.

C. About the decision you are appealing

You should give the date of the decision of the Claims Management Regulator and the date you received the decision.

D. The result you are seeking

You should state the result that you are seeking from the appeal.

E. Request for extension of time and reasons for any delay

Your completed notice of appeal must be sent or delivered to the First-tier Tribunal (Claims Management Services) so that it is received within 28 days of the date on which the notice of decision of the Claims management Regulator was sent to you. You should indicate, by ticking the relevant box, whether or not you are providing your notice of appeal within the 28 day period noted above, or within any extension of time already agreed by the Tribunal. If the answer is that the notice of appeal is not being provided within the time limit, you should include a request for an extension of time and give reasons why the notice of appeal was not provided in time.

F. Your grounds of appeal

You should state the grounds on which you rely in this appeal, continuing on another sheet of paper if necessary.

G. Request for directions

You should set out any directions that you are asking the Tribunal to give at this stage and the reasons you are applying for these directions.

H. Signing and dating the notice of appeal

You, or your representative, must sign and date the form as indicated.

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